# SUPPLEMENTAL JOB DESCRIPTION

Classification:     Systems Development Specialist V     Function Code:  8998-003

Position Title:     Systems Development Specialist V     Date Established: 12/17/1992

Position Number:     10556     Date of Last Amendment: 5/23/2012

**SCOPE OF WORK:** Responsible for maintenance and development of software via analysis, design, programming, and testing. Assists department business staff in the use of these systems. Responsibilities include application software residing on open systems platforms (e.g., HP/UX, AIX, Microsoft Windows, etc.).

**ACCOUNTABILITIES:**

- Analyzes business systems and procedures and streamlines user processes. Writes project plans that include design, implementation, training, testing and deployment.

- Knowledge of relational databases with graphical user-interfaces and web products desirable.

- Develops, modifies and supports software on UNIX and Microsoft servers and PC environments to support current mainframe on-line and batch processing systems and other programming languages and databases used by the department.

- Acts as team leader for groups of programmers. Assists in the training of other programmers. Serves as a knowledgeable, experienced resource for other programmers.

- Coordinates programming and testing and writes system specifications for projects requiring multiple resources.

- Uses analytical, programming and debugging tools effectively in developing and testing software.

- Maintains a working and advisory relationship with users; answering questions, resolving problems and providing training.

- Evaluates application system problems to determine the cause, a means of recovering from the problem and a solution for preventing the problem from recurring.

- Familiarity with the use of Project Management Software desirable.

- Performs related duties as required.

**MINIMUM QUALIFICATIONS**:

Education: Bachelor's degree from a recognized college or university with at least fifteen (15) credit hours in the field of computer sciences. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience:  Five years experience as a computer programmer or systems analyst associated with a late generation medium or large-scale on-line computer systems or computer networks similar to the recruiting agency.  Each additional year of approved work experience may be substituted for one year of required formal education.

**SPECIAL QUALIFICATION:**
Desired experience in one or more of the following:

- Programming in Microsoft ACCESS.
- Programming in Java as follows:
  - JEE - EJB, Servlets, JSP, JMS, JNDI, JDBC, DAO, Applets
  - Framework – Struts, Tiles, Logging, Commons, JIBX, Ant
- Technologies: XML, HTML, Java Script, PL/SQL
- Software development for web based applications using Web/App servers such as BEA WebLogic 7.0, Oracle WebLogic 11g or later, Tomcat, SharePoint Server 2003, SharePoint Server 2010
- Design Tools such as: Rational Software Architect (UML), Visio

**SPECIAL REQUIREMENTS**: Employees in the development area must be available to work special shifts, which differ from the standard Division work hours and at times must be available to return to work during nonstandard work hours to perform timely problem resolution tasks.

**LICENSE/CERTIFICATION**:  Must be eligible to hold a valid New Hampshire driver's license and have access to transportation for use in statewide travel.

**DISCLAIMER STATEMENT**: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES**:
I have reviewed the content of this supplemental job description with my supervisor.


_____          _____

Employee's Signature                                                            Date Reviewed

Supervisor's Name and Title: <u>James Bronson, Systems Development Specialist VI, position # 40025</u>

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.


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Supervisor's Signature                                                          Date Reviewed


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Division of Personnel                                                             Date Approved